

Professional and Managerial Branch
General Administration Group
Municipal Court Series

MUNICIPAL COURT SENTENCING COORDINATOR

04/05 (AIS)

General Purpose

Under direction, plan, implement and coordinate juvenile and adult compliance with court ordered programs and sentencing.

Typical Duties

Communicate and maintain detailed information and records about compliance with judicial orders to Municipal Court judges, adult offenders, and juvenile Class "C" misdemeanor offenders and their parents or legal guardians. Involves: Identify repeat offenders and advise presiding judges of such information for sentencing purposes. Refer offenders to community service projects commensurate with the offense committed or to Alcohol and Tobacco Awareness and Defensive Driving classes, as mandated by Municipal Court judge. Provide notice of nature, location, and schedule of community service assignment to offenders or parents or legal guardians of juvenile offenders, including specifying appropriate behavior and attire. Report compliance or default with judicial orders to Municipal Court judge and notify adult offenders or the parents or legal guardians of juvenile offenders as required by law. Refer offenders to appropriate social service agencies for counseling or other assistance. Coordinate with County Attorney on Teen Court. Monitor integrity of host site reporting methods and maintain community service and juvenile compliance computer database of hours completed. Within authorized limits, issue default judgments in Municipal Court database for offenders failing to comply with judicial orders. Coordinate preparation and service of summons to defendants who fail to appear at trial or who fail to complete mandated sentencing and ensure scheduling of subsequent hearing. Track and document effectiveness of community service and educational classes in reducing recidivism rates among offenders, and generate written and oral presentations of results to Municipal Court Clerk, Municipal Court judges or other City officials.

Serve as liaison for City departments and other agencies participating as Community Service host sites. Involves: Identify, establish and maintain network of city departments, potential agencies, and social services providers to host community service projects to assist juvenile and adult defendants as needed. Meet with representatives of City departments, and appropriate nonprofit, educational and governmental agencies to assess feasibility of community service assignments to those agencies. Monitor juvenile offenders' school performance. Respond to host agency concerns about offenders' performance or behavior. Establish mutually acceptable reporting methods for offenders' hours worked and quality of performance. Keep current listing of relevant local, regional and national social service providers to children and families. Develop contacts with school counselors to obtain feedback on juvenile offenders' academic performance, attendance and behavior, as instructed by Municipal Court judge. Represent Municipal Court within authorized limits at host agencies, social service providers, schools and granting agencies.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Appraise employee performance and review evaluation reports of subordinate supervisors. Engage in or arrange for employee training and development. Enforce personnel rules and regulations, department policies, and work standards regarding attendance and conduct. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Perform related administrative, professional and incidental duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences, as qualified, by performing specific duties and responsibilities essential to maintaining continuity of ordinary operations. Prepare program budget. Attend meetings and conferences. Attend court hearing and testify as required. Prepare forms and compile data, generate reports, and maintain records and files.

Knowledge, Abilities and Skills

- Good knowledge of methods employed in rehabilitating at-risk youth, including the factors that motivate juvenile crime and changes in juvenile behavior.
- Good knowledge of Community Service restitution programs.
- Good knowledge of local network of children's and family social services.
- Good knowledge of supervisory and public relations techniques and practices.
- Good knowledge of office administrative techniques and practices.

- Some knowledge of legal terminology, interviewing techniques, civil or criminal justice system purpose and functions.
- Ability to motivate, train and evaluate assigned personnel of juvenile defendants.
- Ability to impartially and firmly enforce rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to research and compile data, and prepare and maintain databases, records, and reports.
- Ability to communicate tactfully and effectively, clearly and concisely, orally and in writing to explain court procedures and judicial requirements to juvenile defendants and their families, law enforcement representatives of service organizations.
- Ability to organize and coordinate programs and maintain standards of confidentiality.
- Ability to establish and maintain effective working relationships with juvenile defendants and their families, City employees, private and governmental organizations and their representatives, officials, outside agencies, and the public.
- Skill in safe operation and care of motor vehicle, personal computer or network workstation, generic business productivity software and other equipment.

Other Job Characteristics

- Occasional driving through City traffic.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's degree in Behavioral Sciences, Psychology, Social Work, Criminal Justice, Law Enforcement, Political Science or related field, plus two (2) years of full time casework experience with legal offenders or in social services program involving at-risk youth.

Special Requirements:

- Work extended and flexible hours, weekends, and holidays.
- Fluency in Spoken Spanish required.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head